

***This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

Training and Experience Evaluation Preview Research Analyst 1 & 2 (General)

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 6 Research Analyst 1 & 2 (General) and
7 – 11 Research Analyst 2 (General) only

To answer all the test items (task statements) in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following task statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Research Analyst 1 and 2 (General)

1. Collecting and/or reviewing data from existing sources (e.g., local, state and federal agencies, non-governmental groups) to ensure data integrity.
2. Importing data into various software programs (e.g., Excel, Access, Statistical Analysis System [SAS], SPSS) to prepare data (e.g., restructure, edit, clean) for analysis.
3. Analyzing data using basic statistics (e.g., mean, median, mode, percentages, frequency) to answer questions relevant to research studies.
4. Creating visual representations of statistical information (e.g., graphs, charts, tables) to effectively convey data distributions and illustrate the relationships between variables.
5. Writing documents (e.g., project summaries, executive summaries, research reports, write papers, issue briefs, technical briefs, fact sheets) to disseminate technical information from research studies to technical or non-technical audiences.
6. Providing information and/or data from research studies, statistical reports, and/or other sources to requestors.

Tasks for Research Analyst 2 (General) only

7. Employing statistical sampling techniques to obtain representative and unbiased samples for data analysis in studies.
8. Performing research studies independently to address research questions posed by various sources (e.g., upper management, legislation).
9. Provide advice, assistance, and general technical support regarding various topics (e.g., data requirements, study implications, evaluation objectives, benchmarks) to inform policy developers, stakeholders, or management.
10. Developing and delivering oral presentations for technical or non-technical audiences to disseminate information from research studies.
11. Maintaining and updating analytic databases containing data from various sources (e.g., State and federal agencies, local government, non-governmental, departmental) so data can be used in research projects.